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The Apprenticeship and Trade Certification Program

Alberta
MANPOWER

THE ALBERTA

APPRENTICESHIP AND TRADE

CERTIFICATION PROGRAM

May 28, 1986

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HISTORICAL DEVELOPMENT AND PHILOSOPHY OF APPRENTICESHIP

Historically, apprenticeship training has meant that an employer hired and indentured an apprentice, thereby committing himself to imparting his knowledge and skills to the trainee. Such training was mainly on-the-job work experience; however, with the advent of technical training institutes and public colleges, and more importantly the organization of apprenticeship, the systematic training of apprentices was implemented. Formalized programs initiated by industry and governed by legislation, created the need for the separation of technical areas of a trade from on-the-job work experience. The outcome was the development of a technical training delivery system. Institutions assumed the responsibility for such training and employers of apprentices continued the responsibility of training apprentices on-the-job.

In Alberta, employers of journeymen and apprentices drive the apprenticeship and certification system. Members of the Apprenticeship and Trade Certification Board and provincial apprenticeship committees are employers and employees who participate in identifying the technical content of courses. Standards for each trade are set by defining the work involved and developing trade regulations and examinations.

Alberta's apprenticeship programs train generalists. Such training allows apprentices to develop knowledge and skills wide enough in scope to ensure the opportunity for employment with most employers. Specialty training is considered to be the responsibility of employers, who should assume the role of imparting knowledge and skills related specifically to their product, methods and procedures.

Goals of Apprenticeship

1. To develop within the labor force an adequate supply of qualified tradespeople to meet the needs of Alberta industry.
2. To monitor and maintain standards for the trades designated under the Manpower Development Act and to promote employee and employer participation through education and any necessary enforcement of regulations.
3. To provide industry initiated technical training and certification programs to Albertans through arrangement with public colleges, technical institutes and private organizations.
4. To liaise with industry, institutions, agencies and government departments to maintain effective and efficient programs and services.

THE ALBERTA APPRENTICESHIP SYSTEM

Designation of a Trade

Designation means the formal recognition of a trade through Ministerial or Cabinet Order. This process authorizes the Department to engage in training and/or certification activities for trades. It also commits the expenditure of government funds and places obligations on citizens through compliance with trade regulations. The designation of a new trade may be initiated by:

a) petition from industry to the Minister of Manpower; or

b) Order-in-Council on initiative of Cabinet; or

c) the Minister of Manpower, who instructs the Apprenticeship and Trade Certification Board to investigate the need for a new trade.

Designating an occupation as a trade benefits not only industry but also the labour force and general public. These benefits may include:

1. Establishment of formal training programs to build a work force with the skills and competence needed in industry;
2. Increased employment mobility resulting from public recognition of the qualifications established through certification in a trade;
3. Incentive for prospective tradesmen through the establishment of individualized training contracts;
4. Public protection and contribution to the general safety of Albertans.

A trade may be designated as a **voluntary certification program** (Qualification Trade) or a **compulsory certification program** (Proficiency Trade). Designation in both trade categories normally establishes

formal training programs. Trades which do not currently have training programs are: Elevator Constructor, Plasterer, and Heavy Equipment Operator.

1. **Qualification Trades** - are trades in which certification is voluntary. To work in these trades a person is required to show proof of journeyman status, or be indentured as an apprentice. In this category, proof of journeyman status may include certification by another province or by meeting prescribed work experience requirements. The minimum work experience required for journeyman status is prescribed in Part 2 of the applicable trade regulation. Although certification of journeyman in this category is voluntary, participation in apprenticeship is compulsory for all persons engaged in learning the trade. The trades designated as qualification trades are:

Agricultural Mechanic	Lather-Interior Systems Mechanic
Appliance Serviceman	Machinist
Baker	Millwright
Boilermaker	Painter and Decorator
Bricklayer	Partsman
Cabinetmaker	Plasterer
Carpenter	Power Lineman
Cement Finisher	Power System Electrician
Communication Electrician	Printing & Graphic Arts Craftsman
Cook	Roofer
Electrical Rewind Mechanic	Sawfiler
Floorcovering Mechanic	Sprinkler Fitter
Glassworker	Steel Fabricator
Instrument Mechanic	Tilesetter
Insulator	Tool and Die Maker
Ironworker	Transport Refrigeration Mechanic
Landscape Gardener	Water Well Driller

2. **Proficiency Trades** - are trades in which certification is compulsory. Any person engaged in the work of these trades is required to hold an Alberta Certificate of Proficiency, or be an indentured apprentice. The decision to designate a trade as a

proficiency trade depends on the extent to which the work performed affects the safety of the general public. The trades designated as proficiency trades are:

Auto Body Mechanic	Motorcycle Mechanic
Barber	Motor Mechanic
Beautician	Plumber
Electrician	Recreation Vehicle Mechanic
Electronic Technician	Refrigeration Mechanic
Elevator Constructor	Sheet Metal Mechanic
Gasfitter	Steamfitter-Pipefitter
Heavy Duty Mechanic	Welder

The Apprenticeship and Trade Certification Board

The Manpower Development Act is the legislation which authorizes the establishment of the Alberta Apprenticeship and Trade Certification Board. The Board consists of the Executive Director and the following members appointed by the Lieutenant Governor in Council:

1. a Chairman;
2. not less than 3 members representing employers and an equal number of members representing employees;
3. one alternate member representing employers and one alternate member representing employees who may act in the absence of members representing their respective classes, and;
4. additional members representative of the general public.

The primary function of the Board is to advise the Minister of Manpower on all matters pertaining to apprenticeship, training and certification. Some specific functions of the Board are to:

a) review petitions for designation of trades and make recommendations to the Minister;

b) scrutinize recommendations rom provincial apprenticeship committees concerning trade regulations and, if acceptable

within the parameters of the Act, recommend their adoption by Ministerial Order;

c) approve length and content of training programs on recommendation of the provincial apprenticeship committees;

d) appoint local apprenticeship committee members; and

e) hear and rule on appeals made against decisions of the Executive Director.

In making policy decisions and carrying out its obligations, the Board draws upon the specific expertise of 51 provincial apprenticeship committees; one for each designated trade. Membership of the provincial apprenticeship committees is comprised of all local apprenticeship committee members; therefore, the Board is guided by approximately 800 members representing all areas of Alberta. In addition, the Board has the authority to call public meetings to broaden its input on matters relating to its responsibility under the Act.

Local Apprenticeship Committees - (LAC)

In regions of the province where activity relating to a trade is considered substantial and industry participation is possible, the Apprenticeship and Trade Certification Board appoints a local apprenticeship committee. Members of these committees are usually nominated by industry and include:

a) a chairman (Senior Field Consultant or Regional Office Supervisor as appointed by the Executive Director, Apprenticeship and Trade Certification);

b) at least one member representing employers and an equal number representing employees to a maximum of three;

c) technical and other special advisors who provide the committee assistance in carrying out its duties.

Functions of local apprenticeship committees include making recommendations:

a) regarding individual apprentices on matters such as credits, transfers, disputes between an apprentice and his employer, pass-fail decisions, record books, contracts and certification;

b) to the provincial apprenticeship committees on matters relating to apprenticeship, training and certification for that region.

Provincial Apprenticeship Committees - (PAC)

These committees are a provincial forum comprised of all local apprenticeship committees of a particular trade. Additional members appointed by the Apprenticeship and Trade Certification Board may include technical and special advisors to provide assistance in carrying out committee duties. The mandate of the provincial apprenticeship committee is to provide a forum to develop policies for recommendation to the Board. Specific responsibilities include:

a) making recommendations to the Board on matters relating to apprenticeship, training and certification, including the revision of trade regulations and course outlines;

b) monitoring the training and certification programs to ensure currency;

c) development and approval of policies of accreditation for technical courses and programs that articulate with the designated trades.

Journeyman Certification Program

Under the Manpower Development Act a certification program is established for tradesmen who have acquired the work experience and competence to work at a journeyman level in a designated trade. To qualify for certification through this route the applicant must:

1. Provide proof of having acquired the minimum work experience prescribed in the applicable trade regulation;
2. Have developed their trade skills to a journeyman level by a means acceptable within Alberta's legislation;
3. Demonstrate an acceptable standard of competence and skill in their trade by passing the prescribed journeyman examination(s).

The examinations are administered by the regional office and finalized by Certification and Examination Control Unit. The Alberta Certificate of Qualification or Certificate of Proficiency is issued to successful candidates.

Interprovincial Red Seal Program

The Interprovincial Red Seal program was designed to increase mobility of journeymen in the construction, maintenance, repair and services trades. The "Red Seal" establishes a minimum standard of knowledge in those trades where the program has been agreed to by at least six Provinces and Territories of Canada.

Interprovincial examinations can be attempted by graduating apprentices and those who hold a journeyman certificate issued in Alberta or another province that participates in the program. The "Red Seal" is not a certificate, but is a numbered seal affixed to provincial trade certificates and pocket identification cards.

Alberta participates in the Interprovincial program and the following "Red Seal" trades:

Auto Body Mechanic
Boilermaker
Bricklayer
Carpenter
Cook
Electrician
Electronic Technician
Heavy Duty Mechanic
Instrument Mechanic
Machinist
Millwright
Motor Mechanic
Painter and Decorator
Plumber
Power Lineman
Refrigeration Mechanic
Sheet Metal Mechanic
Sprinkler Fitter
Steamfitter-Pipefitter
Welder

STRUCTURE OF APPRENTICESHIP AND TRADE CERTIFICATION

Apprenticeship and Trade Certification, a sector of the Department of Manpower, strives to develop an adequate supply of trained tradespersons to meet the needs of Alberta's industries. This administrative body is responsible for operationalizing provincial legislation which covers apprenticeship, training and certification of persons who work in the designated trades. Diagram #2 shows the structure and organization of the system. In Apprenticeship and Trade Certification, **Training and Employment Services Division,** the three main operating Branches are: Program Planning and Development, Registration and Certification and Programs for the Disadvantaged. In the **Field Services Division,** apprenticeship, training and certification services are provided through eleven regional offices in the province. Diagram #1 shows how a Provincial Apprenticeship Coordinator links the administration of Apprenticeship and Trade Certification to the regional offices in Field Services Division.

DIAGRAM #1

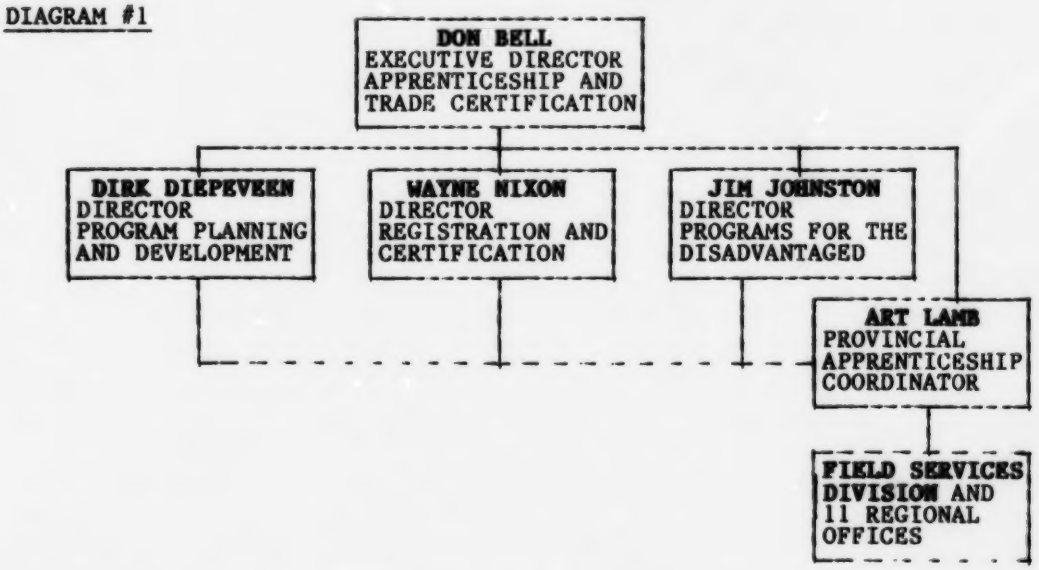
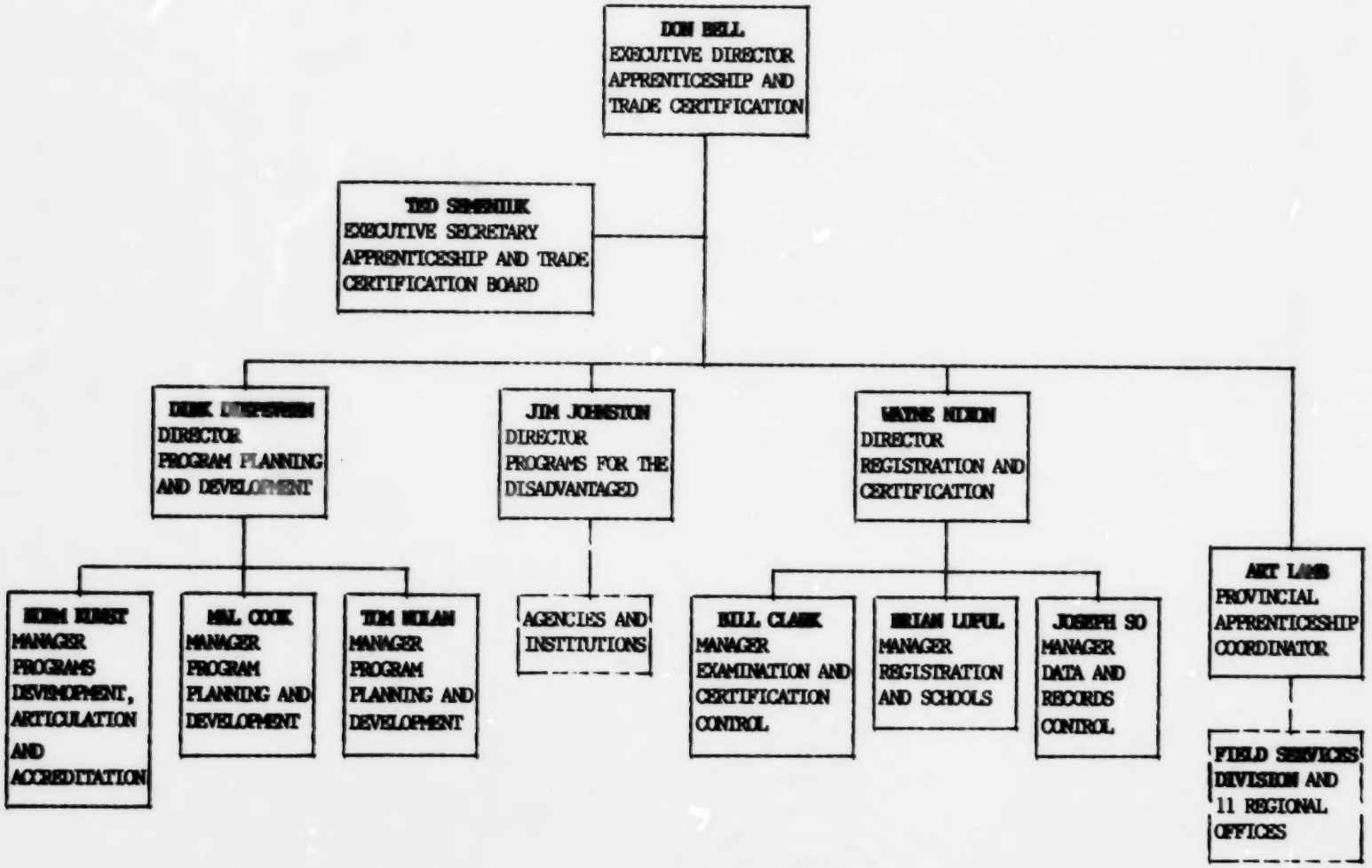


DIAGRAM #2

STRUCTURE OF APPRENTICESHIP AND TRADE CERTIFICATION



Program Planning and Development Branch

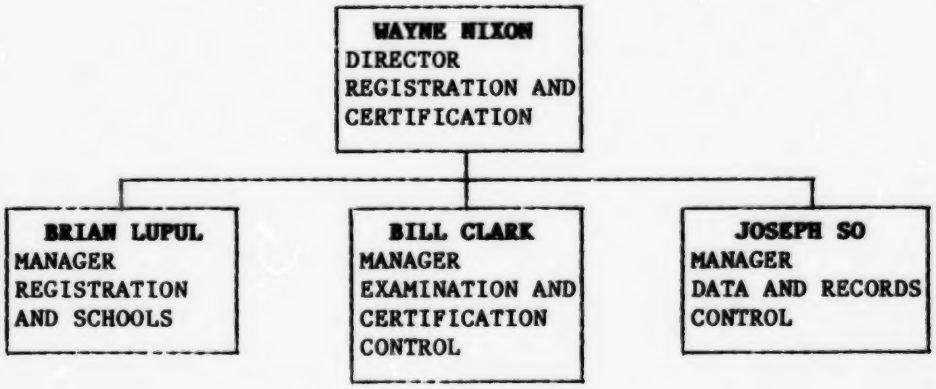
The Director manages activities of the Program Planning and Development Branch through two managers who are each responsible for a specific group of trades, and one manager who is responsible for the development, articulation and accreditation of trade related training programs. This Branch is responsible for developing and maintaining relevancy in apprenticeship training and other programs administered by Apprenticeship and Trade Certification. Specific functions include:

1. Development of course outlines for each trade through consultation with apprenticeship committees and representatives from colleges and institutes;
2. Development of examinations and monitoring of results to ensure acceptable standards are maintained for each designated trade;
3. Development and implementation of accreditation and articulation arrangements with the Department of Advanced Education and post-secondary institutes for trade related educational programs;
4. Planning of new and innovative training programs, to meet the training and certification needs of Albertans, and address the

impact of technological developments affecting established programs;

5. Participation with other provinces in reviewing and developing examinations for the Interprovincial Standards (Red Seal) program;
6. Consultation with federal and other provincial authorities to develop and assist in the development of occupational analysis.

Registration and Certification Branch



The Registration and Certification Branch provides administrative services in the development and implementation of training schedules, administration of examinations, issuance of certificates and maintenance of records. There are three main units within this Branch:

1. The **Registration and Schools Unit** performs the functions of a registrar. From annually estimated training requirements, training space is negotiated and monitored with the institutes and colleges. Eligible apprentices are assigned to classes and notified to attend. This Unit also processes school and apprenticeship examination results and finalizes the status of apprentices and journeyman updating candidates.

2. The **Examinations and Certification Control Unit** has the responsibility of finalizing journeyman examinations, approving interprovincial applications and issuing certificates, including replacements and exchanges. The marking, inventory control and security of examinations is also a responsibility of this Unit.

3. The **Data and Records Control Unit** maintains a comprehensive centralized filing and records keeping system. Files are maintained for all apprentices, journeymen and employers in the province.

Programs for the Disadvantaged Branch

The Programs for the Disadvantaged Branch is responsible for identifying, developing and coordinating programs for training and certifying disadvantaged persons in the designated trades. Policies and procedures are established and administered on a province-wide basis by this Branch. For the purpose of this program, disadvantaged persons include:

a) any person who, through financial circumstances or geographic residential location, is unable to gain employment as an apprentice in the work force;

b) the incarcerated;

c) parolees;

d) the disabled.

Specific functions of this Branch include liaison with:

a) federal and provincial agencies to develop and maintain assistance programs for the disadvantaged;

b) officials of the federal and provincial penal system to coordinate the training, testing and certification of incarcerated individuals in the designated trades;

c) staff at training facilities who arrange for the use of special teaching aids, interpreters and readers, and provide reasonable access to classrooms and living quarters for the disabled apprentice while attending technical training;

d) staff of training facilities who arrange for special courses, of longer or shorter duration than regular courses, to meet the specific needs of client groups.

Regional Field Offices (Field Services Division)

Activities of the regional Apprenticeship offices, Field Services Division, Alberta Manpower, are governed by and operate under the Manpower Development Act, General Regulations and specific trade regulations. Field Consultants visit job sites to counsel employers and employees regarding designated trades, journeyman certification, apprenticeship and trade related training. Application and enforcement of the Act and regulations are carried out with emphasis on maintaining appropriate public relations. Local apprenticeship committee meetings are convened through regional field offices to permit industry involvement in trade related issues at the local level. Diagram #3 shows the geographic locations of each of the eleven regional offices.

DIAGRAM #3 **APPRENTICESHIP FIELD OFFICES**

TECHNICAL TRAINING

Technical training refers to the in-school training portion of the trainee's apprenticeship. Technical training is a requirement for completion of apprenticeship in 45 of the 51 designated trades. The Registration and Schools Unit arranges for delivery of these courses at 16 training centres in the province.

Estimating and Development of Training Schedules

By November of each year an estimate of the number of technical training seats required at each training establishment is developed. These estimates are based on:

1. Numbers of indentured apprentices in each region who are eligible for training;
2. Anticipated number of new apprentices based on industrial development and employment trends;
3. Employer/apprentice preferred training space selection;
4. Institute facilities and class quotas;
5. Current class fill rates;
6. Apprentice numbers scheduled over the past 3 years.

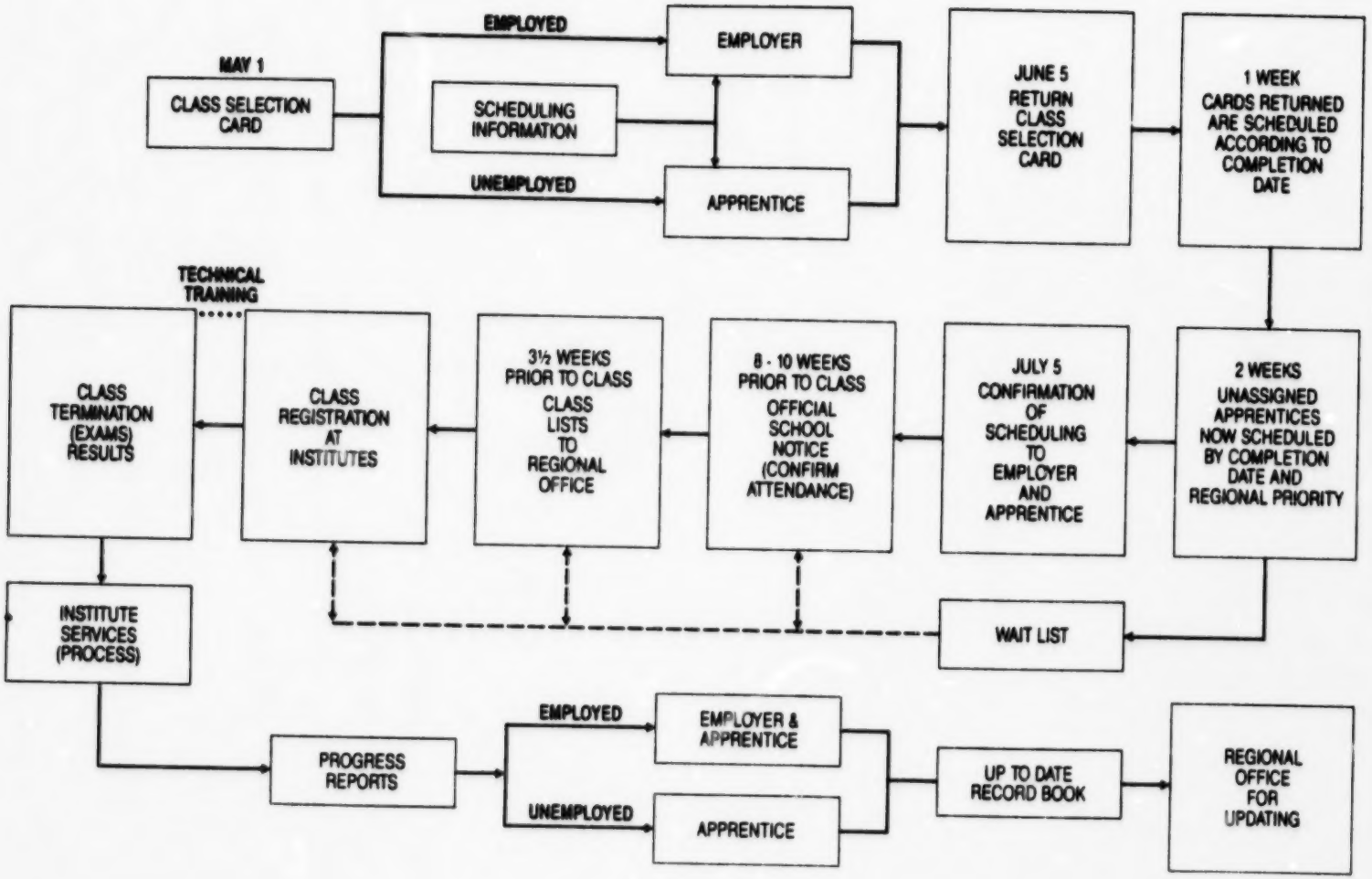
A request for training space is then submitted to the training establishments and schedules are developed and adjusted until March. The finalized schedules are printed and mailed to employers and apprentices.

Technical Training Assignments

As shown on Diagram #4, the scheduling process begins in May of each year when computer produced class selection cards are sent to employers of eligible apprentices. If the apprentice is unemployed, the

DIAGRAM #4

TECHNICAL TRAINING ASSIGNMENT



selection card is sent to the apprentice. In consultation with each apprentice, the employer completes the card indicating a first, second and third preference for class date. On or after June 5th, those apprentices whose selection cards have been returned are assigned to classes based on the following criteria:

1. Expected period completion date (for example, earliest completion date assigned first);
2. Employer's request.

Apprentices whose class selection cards are not returned are automatically assigned to available spaces. These assignments are priorized according to expected completion date, regional scheduling priorities and proximity to training location. Apprentices who cannot be assigned, because space is not available, are placed on a wait list.

During the first week of July, a letter is sent to all employers confirming the class assignment of their apprentices. Approximately eight weeks prior to class commencement date, an information package and notice to attend technical training is mailed to the apprentice. The information package contains instructions regarding application for Canada Manpower and Unemployment Insurance benefits, and a card which asks the apprentice to confirm attendance. It is important that the apprentice complete and return this confirmation to attend, and carefully follows all instructions regarding registration for the class.

Class Lists

An advance list of all students assigned to a class is produced by the Registration and Schools Unit approximately four weeks prior to class commencement. This list is then sent to the regional field office where a follow-up is initiated on all students who have not

confirmed their attendance. The field office has the responsibility of filling any vacancies in the class.

A final class list is forwarded by the field office to the training establishment one or two days prior to class registration. The class list indicates the confirmation status of each student in the "will attend" column; "C" indicates "confirmed yes"; "N" indicates "confirmed no"; "S" indicates "scheduled" (confirmation card not returned).

Students who have a "S" status normally forfeit their training space and are placed on suspension if they do not register at the designated time. Immediately following registration, the field office may reassign these training spaces to eligible students from the wait list.

Special Reports

Special reports are designed to convey information regarding apprentices from school administration to Apprenticeship staff. When required, the instructor's supervisor contacts the Apprenticeship liaison representative by an expedient means and then forwards a special report identifying the problem and/or action involved. The bottom copy of the report is retained by the institute.

Special reports are initiated to document the following:

1. **Attendance**
   a) when a student is absent without an acceptable excuse or demonstrates unusual attendance patterns;
   b) when a student accumulates 18 hours of absence (regardless of reason for absence);
   c) when a student withdraws from the course.

2. **Individual Problems**

A report is completed for the purpose of documenting Apprenticeship support or discipline when an individual's:

a) learning progress is affected by his behavior;

b) behaviour affects the progress of other apprentices;

c) behaviour adversely affects the instructional process.

3. **Individual Performance**

When a student's performance is exceptional in the areas of class marks, workmanship and attitude.

4. **Class Finalization Reports**

Special report forms accompany the Institute Mark Collection Sheets for those students who do not obtain a passmark in all courses. The concerns and recommendations of instructional staff are important in finalizing apprentices' status.

Mark Collection Sheets

The Registration and Schools Unit forwards a mark collection sheet for each class approximately two weeks prior to class termination. Institute instructional staff enter the required information for each student and return the mark collection sheet to the liaison representative no later than two days after the class terminates. Diagram #5 illustrates a sample mark collection sheet.

DIAGRAM #5

INSTITUTE MARK COLLECTION SHEET

APPRENTICE NAME		APPRENTICE FILE NO.	REG DIST	ACT HRS	STATUS	THEORY	RELATED SUB	SHOPWORK	
1 BIDWELL	DARYL	09/84012	E	240	P	82	70	78	
2 CALKINS	TONY	09/23014	E	232	F	61	49	52	Sp. Rpt. attached
3 DRUMMOND	DOUG	09/76210	E	239	C	72	57	92	
4 DUDLOP	JOE	09/75261	E	240	C	66	42	72	Sp. Rpt. attached

1. **Hours Attended** is calculated by subtracting the hours missed from the hours possible as per course outline. Hours for statutory holidays are not subtracted.

2. **Status** is entered for everything other than a clear pass. One of the following status indicators is used:

   a) P - **Pass** - (usually left blank) only used when all subject marks for the apprentice are 60% or more;

   b) C - **Credit** - a special report with instructors' comments and/or recommendations is submitted unless a mark is only marginally below 60%;

   c) F - **Fail** - a special report is submitted to identify institute concerns and/or recommendations;

   d) W - **Withdraw** - marks are not submitted;

   e) R - **Review** - used in cases where status assessment requires further discussion and/or consideration.

NOTE: Conditional Pass is not a status, although, "credit" is sometimes given with a condition indicated on a special report. When this is done, "R" is used on the mark collection sheet and conditions on the special report are explained, for example: 1. credit will be given if above-named apprentice passes the apprenticeship exam; or 2. credit will be given provided the above-named apprentice successfully completes a suitable math upgrading course prior to the next level of technical training. We suggest that the above named takes (Title of Course) which is available at (Name of Institute).

Apprentice Finalization

For apprentices to progress to their next training level, or to obtain certification following the final training period, the following requirements must be met:

1. Pass technical training;
2. Pass apprenticeship examination;
3. Obtain a satisfactory report from the employer and meet the work experience requirements.

The passmark for technical training and apprenticeship examinations are as follows:

1. Technical Training (school marks) - 60%
2. Apprenticeship Examinations - 65%
3. Interprovincial Examinations - 70%

Finalization refers to the procedure of documenting the final status of apprentices, including those who have not obtained a clear passmark in their technical training and/or apprenticeship examinations. This process involves a careful review of the progress of individual apprentices. Information and recommendations from the school via special reports provide the Finalization Officer with input necessary in this review. Since the employer plays a major role in training the apprentice, an employer report may also be requested. An effort is thereby made to determine if the apprentice has acquired sufficient practical experience and technical competence to succeed at the next training level.

The Finalization Officer can make the following finalization for students who have not achieved the required passmarks:

1. **Credit - No Restrictions**

   This status is usually awarded when failures in either technical training or apprenticeship examinations are marginal. The apprentice's performance in school and on-the-job should demonstrate an ability to be successful in the next training level.

2. **Credit - Upgrading Restriction**

   This status is usually awarded when a student's weakness is in a specific area identified by either the school marks or apprenticeship examinations. The apprentice will not be scheduled for further technical training until he has successfully completed an appropriate upgrading course. The school's recommendation regarding suitable evening upgrading courses provides valuable assistance in counselling the apprentice.

3. **Supplemental - Apprenticeship Examination**

   Apprenticeship supplemental examinations are usually given to students who pass their technical training, but fail the apprenticeship examination.

4. **Supplemental - School Examination**

   School supplemental examinations are administered for special circumstances as arranged with the school.

5. **Fail - Repeat Technical Training**

   An apprentice may be required to repeat technical training if the apprenticeship examination and/or school mark indicate an inability to be successful in the next training level. Since a failure frequently involves counselling the apprentice prior to repeating technical training, information and recommendations from the school, via special reports, provide a valuable resource.

The finalization process also initiates the counselling of apprentices regarding concerns related to their progress in technical training as identified via **special reports** or **reviews.** Further, a scheduling restriction prevents the apprentice from being scheduled for additional technical training until an interview has been arranged. Depending on the nature of the concerns, this interview may be conducted by one of the following:

1. Apprenticeship Field Staff;
2. Local Apprenticeship Committee;
3. Liaison Officer.

Finalized Class Profiles

After the status of all students has been finalized, the Registration and Schools Unit provides the training establishment with a finalized class profile. This profile provides a complete breakdown of school and apprenticeship examination results for each student. Diagram #6 is an illustration of a finalized class profile.

The left side of the profile provides the **actual hours** of attendance, **school status** and individual **subject marks.** The information in this section of the profile appears as provided on the Institute Mark Collection Sheet, with the exception of the school status column. An apprentice's status in this column may be changed by the finalization process.

The **school theory mark** is a weighted average of the school theory subjects. The **school practical mark** shows the school assessment of the shopwork and/or lab portion of the technical training.

The **apprenticeship exam status** column, to the right of the school theory and practical marks, indicates the status achieved on the

DIAGRAM # 6

SAMPLE CLASS PROFILE

AUGUST 21, 1985

Alberta MANPOWER Apprenticeship and Trade Certification Division

TRANSACTION 440

CLASS CODE HH094J084 (FINALIZED)

CLASS NAME 4TH-MOTOR MECHANIC

COMMENCED 85/06/03 VERSIONS 09448 0.666
TERMINATED 85/07/26
HOURS 240

CLASS PROFILE

APPRENTICE FILE NO.	APPRENTICE NAME	RO	ACT HRS	S T	INSTITUTE EXAMINATIONS THEORY	RELATED	SUB SHOPWORK	TH MRK	PR MRK	S T	APPRENTICESHIP BRANCH EXAMINATIONS AUTO REVIEW	AIR CONDITON	AUTO TRANS	ACC&DIE	FLIN	TH MRK	PR MRK	IP MRK	FIN STA
											25	17	84	24					
09/84012	BIDWELL	DARYL	E	240	P	82	70	78	78	78	P	16	15	77	16		83		P
09/23014	CALKINS	TONY	E	232	F	61	49	52	55	52	F	13	12	54	16		63		F
09/76210	DRUMMOND	DOUG	R	238	C	72	57	82	75	82	S	10	6	45	15		51		S
09/75261	DUNLOP	JOE	E	240	C	66	42	72	64	72	P	14	15	62	15		71		C
CLASS AVERAGES				237		70	54	71	68	71		13	12	60	16		67		

ACTUAL HOURS

SCHOOL STATUS

SCHOOL MARKS

SCHOOL THEORY MARK

SCHOOL PRACTICAL MARK

APPRENTICESHIP EXAM STATUS

APPRENTICESHIP EXAM BREAKDOWN

APPRENTICESHIP EXAM MARK

FINALIZED STATUS

apprenticeship examination. A breakdown of the various sections of the apprenticeship examination are recorded to the right of this status column. This breakdown is followed by the **apprenticeship exam mark.** The "PR MRK" and "IP MRK" columns are used only when an apprenticeship practical or interprovincial examination has been administered.

The last column on the right side of the profile shows the **finalized status** of each apprentice. The following status indicators may appear in this column:

1. "P" - **Pass** - awarded when an apprentice receives a passmark on all school courses, as well as the apprenticeship examinations.
2. "C" - **Credit** - awarded when clear passmarks are not obtained on both school and apprenticeship examinations. Students given credit may be required to upgrade their area of weakness prior to proceeding to the next training level.
3. "W" - **Withdrew** - student withdrew from the course.
4. "H" - **Held** - used by Programs for the Disadvantaged Branch. Students from this office ("SU") are not finalized through the normal process. All such students who do not achieve clear passmarks have an "H" entered.
5. "S" - **Supplemental Examination** - If an "S" appears, the student will be called for either an apprenticeship or school supplemental examination. The status columns under institute examinations and/or apprenticeship examinations indicate which examination(s) is required.
6. "R" - **Review** - appears on class profiles for N.A.I.T. and S.A.I.T. only. The status of these students is finalized at a later date in a meeting with Apprenticeship and institute instructional staff.

7. "F" - **Fail** - indicated when determined that it would be to the student's advantage to repeat technical training. Since successful completion of technical training requires that a student achieve passmarks in both school and apprenticeship examinations, a student may be finalized as a "fail" even though a pass is obtained in one of these areas. When students are asked to repeat technical training they must repeat all school courses and re-write apprenticeship examinations regardless of previously obtained marks.

8. "I" - **Incomplete** - indicated when apprenticeship or school marks are not available for a student at the time the class is being finalized. This may occur when a student has missed an examination and written it at a later date.

The Role of the Liaison Representative

A liaison representative provides Apprenticeship and Trade Certification representation at each institute and college utilized for training apprentices. When a full time liaison position has not been established at an institute or college, the regional office in the immediate area designates a person to be responsible for liaison activities. The responsibilities of the liaison representative include:

a) registering Apprenticeship and Trade Certification program students at the technical training establishment;

b) coordinating the distribution and collection of information and materials related to apprenticeship technical training such as class lists, mark collection sheets, special reports and finalized class profiles;

c) providing counselling to students about apprenticeship and training related matters, including individual progress, attendance and financial assistance;

d) liaising with instructional staff on matters relating to the progress of individual apprentices;

e) liaising between apprentices and their employers while the apprentice is attending technical training;

f) arranging and conducting apprenticship orientation talks for first period apprentices;

g) assisting in the administration of apprenticeship examinations at the training establishment.

Apprenticeship and Trade Certification Examinations

Apprenticeship examinations are held at the completion of each technical training period and administered by Apprenticeship and Trade Certification staff. An examination schedule, showing the time, date and location of the examination sitting, is available from the liaison representative.

On the day of the examination, instructors escort their students to the designated location prior to commencement of the examination. If a student is absent, the liaison representative is immediately advised. Students are requested to bring the following to the examination:

1. two HB pencils;
2. an eraser;
3. apprenticeship file number.

Although calculators can be used in writing examinations, programmable calculators with alpha-numeric keyboards are not

permitted. If there is some doubt about whether a particular calculator is permitted, the student is to consult the liaison representative prior to the examination.

Canada Manpower and Unemployment Insurance Benefits

Apprentices who attend technical training are normally eligible for financial support through the Canada Employment and Immigration Commission. This support may be in the form of Canada Manpower Training and Supplementary Allowances, Unemployment Insurance benefits, or a combination of both. Eligibility for benefits varies depending upon an individual apprentice's employment record, marital status and proximity to the training location. Students should contact the CEIC office to obtain specific information regarding their benefits. A contact name and telephone number can be obtained from the Apprenticeship liaison representative. To avoid delays in receiving benefits, students should ensure that:

a) the "Pre-registration for Training Allowance" form is properly completed and returned to CEIC prior to registering for the class. This form and a self addressed envelope is mailed to apprentices as part of the school notice package;

b) a current "Record of Employment" is available when registering for the class;

c) all UIC reporting cards are properly completed and returned to CEIC. If a student is uncertain about completing the card, a detailed information sheet is available from the liaison representative.

Educational Improvement Courses

Apprenticeship and Trade Certification sometimes arranges for courses at technical training establishments to provide educational upgrading for prospective apprentices who fail to meet apprenticeship entrance requirements. Eligible candidates are scheduled and notified to attend by the Registration and Schools Unit. The prescribed apprenticeship entrance examination is administered on the last day of class and finalized at the candidate's regional apprenticeship office.

Journeyman Upgrading Courses

Journeyman upgrading courses provide technical training for tradesmen who are eligible for certification in a designated trade, but have not successfully passed the Alberta journeyman examination. Eligible candidates are scheduled and notified to attend by the Registration and Schools Unit. The journeyman examination is administered on the last day of the course and the candidates' status is finalized by the Examination and Certification Control Unit.

The amount of training space required is estimated annually and submitted to the training establishments, with the apprenticeship training estimates, in December of each year. These estimates are based on the number of applications received through the field offices and the failure rate of candidates who attempt the journeyman examination. A schedule of offerings is developed and distributed with the apprenticeship training schedule.

Journeyman Updating Program

This program is designed to enhance the skills and knowledge of Alberta journeyman to make them more competitive in the job

marketplace. Due to the effect advancing technology has had on the trades, industry has expressed an increasing concern for the need to update the certified tradesman. Therefore, Apprenticeship and Trade Certification continues to develop courses to meet these changing needs by providing updating courses at most technical training establishments.

The amount of training space required for updating courses is estimated annually and submitted to the schools with the apprenticeship training estimates in December of each year. These estimates are based on previous course enrollments and the projected needs of industry as identified by the regional field offices and the local and provincial apprenticeship committees. A schedule of course offerings is then developed and advertised through newspaper media and promoted through field contact with industry.

Although no examinations are administered for these courses, the institute forwards a mark collection sheet showing the hours attended and credit status of each candidate. Apprenticeship and Trade Certification issues a pocket card to those persons who were registered and credited with having completed an updating course in their trade.

APPENDIX 1

APPRENTICESHIP AND TRADE CERTIFICATION DIRECTORY

Executive Director	Don Bell	21st Fl., Park Square 10001 Bellamy Hill Edmonton, T5J 3W5 427-8765
Executive Secretary Apprenticeship and Trade Certification Board	Ted Seminiuk	20th Fl., Park Square 10001 Bellamy Hill Edmonton, T5J 3W5 422-4756
Director - Program Planning and Development	Dirk Diepeveen	21st Fl., Park Square 10001 Bellamy Hill Edmonton, T5J 3W5 427-8765
Director - Registration and Certification	Wayne Nixon	21st Fl., Park Square 10001 Bellamy Hill Edmonton, T5J 3W5 427-8765
Director - Programs for the Disadvantaged	Jim Johnston	21st Fl., Park Square 10001 Bellamy Hill Edmonton, T5J 3W5 427-8765
Provincial Apprenticeship Coordinator	Art Lamb	20th Fl., Park Square 10001 Bellamy Hill Edmonton, T5J 3W5 422-4756
Manager - Programs Development, Articulation and Accreditation	Norm Kunst	20th Fl., Park Square 10001 Bellamy Hill Edmonton, T5J 3W5 422-4756
Manager - Program Planning and Development	Mal Cook	20th Fl., Park Square 10001 Bellamy Hill Edmonton, T5J 3W5 427-4601
Manager - Program Planning and Development	Tom Nolan	20th Fl., Park Square 10001 Bellamy Hill Edmonton, T5J 3W5 427-4601
Manager - Registration and Schools	Brian Lupul	21st Fl., Park Square 10001 Bellamy Hill Edmonton, T5J 3W5 427-8765

Manager - Examination and Certification Control	Bill Clark	21st Fl., Park Square 10001 Bellamy Hill Edmonton, T5J 3W5 427-8765
Manager - Data and Records Control	Joseph So	21st Fl., Park Square 10001 Bellamy Hill Edmonton, T5J 3W5 427-8765
Journeyman Updating Training Coordinator	Don Birmingham	20th Fl., Park Square 10001 Bellamy Hill Edmonton, T5J 3W5 422-4756

APPENDIX 2

REGIONAL OFFICE LOCATIONS

BONNYVILLE
Manager - John Irwin
2nd Floor, Provincial Building
P.O. Box 3219
BONNYVILLE, Alberta
T0A 0L0
Telephone: 826-6142

CALGARY
Manager - Walter Birce
4th Floor,
1015 Centre Street, N.W.
CALGARY, Alberta
T2E 2P8
Telephone: 297-6457

EDMONTON
Manager - Bob Lamoureux
10926 - 119 Street
EDMONTON, Alberta
T5H 3P5
Telephone: 427-3722

FORT MCMURRAY
Manager - Olie Schell
7th Floor, West Tower
Jubilee Centre
9915 Franklin Avenue
FORT MCMURRAY, Alberta
T9H 2K4
Telephone: 743-7192

GRANDE PRAIRIE
Manager - Hugh Wass
Room 1601, Provincial Building
10320 - 99 Street
GRANDE PRIAIRE, Alberta
T8V 6J4
Telephone: 538-5240

HINTON
Manager - Bill Satorius
Yellowhead Building
P.O. Box 1850
425 Gregg Avenue
HINTON, Alberta
T0E 1B0
Telephone: 865-8293

LETHBRIDGE
Manager - Vern Stewart
2nd Floor, Provincial Building
200 - Fifth Avenue, South
LETHBRIDGE, Alberta
T1J 4C7
Telephone: 329-5380

MEDICINE HAT
Manager - Jim Pederson
208 Provincial Building
770 - Sixth Street, S.W.
MEDICINE HAT, Alberta
T1A 4J6
Telephone: 529-3580

PEACE RIVER
Manager - Hugh Wass (Acting)
202 Peace River Shopping Centre
10107 - 100 Street
Box 28, Bag 900
PEACE RIVER, Alberta
T0H 2X0
Telephone: 624-6352

RED DEER
Manager - Bruce Henry
3rd Floor West, Provincial Bldg
4920 - 51 Street
RED DEER, Alberta
T4N 6K8
Telephone: 340-5151

VERMILION
Manager - Ed Kulak
2nd Floor, Room 2001
Provincial Building
4701 - 52 Street
VERMILION, Alberta
T0B 4M0
Telephone: 853-2811

APPENDIX 3

LIAISON CONTACTS

Institute/College	Liaison Contact	Telephone	Regional Office
A.V.C. Grouard	Terry Taylor	538-5240	Grande Prairie
A.V.C Lac La Biche	John Irwin	826-6142	Bonnyville
Fairview	Darryl Williamson	624-6352	Peace River
Grande Prairie	Terry Taylor	538-5240	Grande Prairie
Keyano	Olie Schell	743-7192	Fort McMurray
Lakeland	Ed Kulak	853-2811	Vermilion
Lethbridge	Vern Stewart	329-5380	Lethbridge
Medicine Hat	Jim Pederson	529-3580	Medicine Hat
N.A.I.T.	Rod Mueller	427-9206	(on campus)
Olds	Ron Johnson	340-5151	Red Deer
Red Deer	Ron Johnson	340-5151	Red Deer
S.A.I.T.	Lee Salchenberger	284-8092	(on campus)
Westerra	Peter Abramowski	427-3722	Edmonton